



## ***Armadale and Blackridge Local Area Committee***

West Lothian Civic Centre  
Howden South Road  
LIVINGSTON  
EH54 6FF

7 June 2022

A special virtual meeting of the **Armadale and Blackridge Local Area Committee** of West Lothian Council will be held within the **MS Teams Virtual Meeting Room** on **Tuesday 14 June 2022 at 2:00pm**.

For Chief Executive

### **BUSINESS**

#### **Public Session**

1. Apologies for Absence.
2. Declarations of Interest - Members must declare any interests they have in the items of business for consideration at the meeting, identifying the relevant agenda items and the nature of their interests.
3. Order of Business.

#### **Public Items for Decision**

4. Place Based Investment Programme 2022/23 Town Centre Capital Fund - report by Depute Chief Executive, Education, Planning and Economic Development (herewith).

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NOTE **For further information please contact Lorraine McGrorty on 01506 281609 or email [lorraine.mcgrorty@westlothian.gov.uk](mailto:lorraine.mcgrorty@westlothian.gov.uk)**





## **CODE OF CONDUCT AND DECLARATIONS OF INTEREST (2021)**

**This form is a reminder and an aid. It is not a substitute for understanding the Code of Conduct and guidance.**

**Interests must be declared at the meeting, in public.**

**Look at every item of business and consider if there is a connection.**

**If you see a connection, decide if it amounts to an interest by applying the objective test.**

**The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.**

**If the connection does not amount to an interest then you have nothing to declare and no reason to withdraw.**

**If the connection amounts to an interest, declare it as soon as possible and leave the meeting when the agenda item comes up.**

**When you declare an interest, identify the agenda item and give enough information so that the public understands what it is and why you are declaring it.**

**Even if the connection does not amount to an interest you can make a statement about it for the purposes of transparency.**

**More detailed information is on the next page.**

Look at each item on the agenda, consider if there is a “connection”, take advice if necessary from appropriate officers in plenty of time. A connection is any link between the item of business and:-

- you
- a person you are associated with (e.g., employer, business partner, domestic partner, family member)
- a body or organisation you are associated with (e.g., outside body, community group, charity)

Anything in your Register of Interests is a connection unless one of the following exceptions applies.

A connection does not exist where:-

- you are a council tax payer, a rate payer, or a council house tenant, including at budget-setting meetings
- services delivered to the public are being considered, including at budget-setting meetings
- councillors’ remuneration, expenses, support services or pensions are being considered
- you are on an outside body through a council appointment or nomination unless it is for regulatory business or you have a personal conflict due to your connections, actions or legal obligations
- you hold a view in advance on a policy issue, have discussed that view, have expressed that view in public, or have asked for support for it

If you see a connection then you have to decide if it is an “interest” by applying the objective test. The objective test is whether or not a member of the public with knowledge of the relevant facts would reasonably regard your connection to a particular matter as being so significant that it would be considered as being likely to influence your discussion or decision-making.

If the connection amounts to an interest then:-

- declare the interest in enough detail that members of the public will understand what it is
- leave the meeting room (physical or online) when that item is being considered
- do not contact colleagues participating in the item of business

Even if decide your connection is not an interest you can voluntarily make a statement about it for the record and for the purposes of transparency.

The relevant documents are:-

- [Councillors’ Code of Conduct, part 5](#)
- [Standards Commission Guidance, paragraphs 129-166](#)
- [Advice note for councillors on how to declare interests](#)

If you require assistance, contact:-

- James Millar, Interim Monitoring Officer and Governance Manager, 01506 281613, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk)
- Carol Johnston, Chief Solicitor and Depute Monitoring Officer, 01506 281626, [carol.johnston@westlothian.gov.uk](mailto:carol.johnston@westlothian.gov.uk)
- Committee Services Team, 01506 281604, 01506 281621  
[committee.services@westlothian.gov.uk](mailto:committee.services@westlothian.gov.uk)

January 2022

Mr Graham Hope  
Chief Executive  
West Lothian Council  
Civic Centre  
Howden South Road  
Livingston

2 June 2022

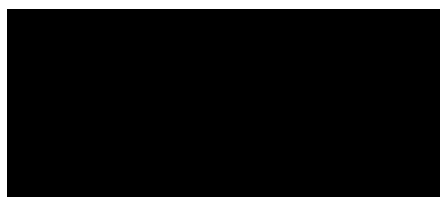
Dear Graham

**Armadale & Blackridge Local Area Committee – Special Meeting**

In terms of Standing Order 5, I am calling a Special Meeting of the Armadale & Blackridge Local Area Committee on Tuesday 14<sup>th</sup> June at 2pm to consider the following item of business:

- Place Based Investment Programme 2022/23 Town Centre Capital Fund

Yours sincerely



Councillor Andrew McGuire  
Chair



DATA LABEL: PUBLIC



## **ARMADALE AND BLACKRIDGE LOCAL AREA COMMITTEE**

### **PLACE BASED INVESTMENT PROGRAMME 2022/23 TOWN CENTRE CAPITAL FUND**

#### **REPORT BY DEPUTY CHIEF EXECUTIVE, EDUCATION, PLANNING AND ECONOMIC DEVELOPMENT**

##### **A. PURPOSE OF REPORT**

The purpose of this report is to invite the committee to consider the applications to the Place Based Investment Fund Town Centre Fund and to agree the allocation of funding for the settlements within the ward.

##### **B. RECOMMENDATION**

It is recommended that the Local Area Committee:

1. notes that 3 applications have been received for projects within the ward;
2. notes the recommendations provided by officers within each town within the ward;
3. agrees to award funding as set out in the report;
4. notes that some of the funding costs remain as estimates and delegates the Head of Planning, Economic Development & Regeneration to finalise award amounts within the overall value of the funding available within the ward;
5. notes that as projects are implemented the detail and associated costs may change and so delegates the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals; and
6. notes the terms and conditions associated to the awarding of grants as set out in the report.

##### **C. SUMMARY OF IMPLICATIONS**

<b>I Council Values</b>	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership.
<b>II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)</b>	<p>Place Based Investment is a Scottish Government Initiative.</p> <p>This report does not raise any specific SEA, Equality, Health or Risk Assessments requirements. However, projects supported through the fund may require assessments.</p>

<b>III</b>	<b>Implications for Scheme of Delegations to Officers</b>	The report details a one-off specific delegation to the Head of Planning, Economic Development and Regeneration.
<b>IV</b>	<b>Impact on performance and performance Indicators</b>	Investment in place-based projects has potential to increase positive outcomes across a range of indicators.
<b>V</b>	<b>Relevance to Single Outcome Agreement</b>	Relevant to all outcomes.
<b>VI</b>	<b>Resources - (Financial, Staffing and Property)</b>	West Lothian's allocation of the Scottish Government's Place Based Investment Programme Funding 2021-22 was £1,302,000.  The Scottish Government is expected to award £1,000,000 for the year 2022-23, which will be available from 1 April 2022. This has now been confirmed as £1.132M
<b>VII</b>	<b>Consideration at PDSP</b>	Updates will be made to Development & Transport PDSP and the nine Local Area Committees on a regular basis.
<b>VIII</b>	<b>Other consultations</b>	None.

## **D. TERMS OF REPORT**

### **D.1 Background**

On the 8 February 2022, Council Executive approved recommendations in a report by the Head of Planning, Economic Development and Regeneration setting out the proposed allocation of the Scottish Government's Place Based Investment Capital Grant (PBIP) for 2022/23. Funding for West Lothian Council in 2022/23 is expected to be £1,000,000.

The main objectives of the PBIP include:

- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities; and
- to accelerate ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

The Council Executive agreed the funding would be allocated on the basis of two equal funding streams:

1. Town Centre Capital Fund (£500,000); and
2. Community Wealth Building (£500,000).

Since the original report the grant awarded to West Lothian Council has been confirmed as been confirmed as £1,132,000. The additional £132,000 will be reported to the Council Executive in June for further advice.



The process for this is detailed in D.2 and D.3 with guidance and application forms added as appendices.

## **D.2 Town Centre Capital Fund 2022/23**

It has been agreed that the Town Centre Capital Fund stream will follow the same process as the Town Centre Capital in 2019/20 and 2020/21. The funding was promoted to local community organisations through our normal channels with applications received by the deadline of 22 April 2022.

Armadale and Blackridge Ward has been allocated £41,692 split between the following towns.

<b>Town</b>	<b>Allocation</b>
Armadale	£28,500
Blackridge	£13,192
<b>TOTAL</b>	<b>£41,692</b>

As was previously the case, the Head of Planning, Economic Development and Regeneration retains the delegated authority to move funding between towns within the ward allocation should this be required. Should the overall ward allocation not be fully allocated by the LAC the balance of funding will be reported to Council Executive for a decision.

## **D.3 Allocation of the grant in West Lothian**

The Council Executive agreed on 8 February 2022 that £500,000 should be allocated to all 23 communities with populations over 1,000 through a grant application process (see background reference below). The deadline from receipt of applications was set as 22 April 2022 to allow for decisions to be taken and projects delivered within the stated delivery deadline of projects having contracts committed by 31 March 2023, and having projects completed by 30 September 2023.

Council Executive agreed that decisions on the applications would be as follows:

- a) Local Area Committees will consider applications from each community to the fund and have the power to award funding in full or in part as they see fit up to the amount allocated to that community.
- b) After doing so, if there is a balance remaining of the aggregate amount allocated to the ward, Local Area Committees have the power to apply that balance to applications for the ward area which have not already been funded at all or fully;

After doing so, if a balance remains, Council Executive will decide how and where all remaining balances from Local Area Committee should be spent across the whole council area

#### D.4 Armadale and Blackridge Ward Applications

Within the Armadale and Blackridge ward two settlements are eligible for the funding and by the deadline of 22 April 2022, three applications had been received for projects in the ward. The table below sets out the overview of the funding available and the funding request:

Town	Town allocation	No of applications received	Total requested	Over (+) / under (-) Funding Available
Armadale	£28,500	2	£12,260	(+) £16,240
Blackridge	£13,192	1	£13,192	0
<b>Ward Total</b>	<b>£41,692</b>	<b>3</b>	<b>£25,452</b>	<b>(+) £16,240</b>

Following receipt, all applications have been reviewed by the relevant Capital Asset Management Board Asset Lead Officer and recommendations and advice is set out in Appendix 1.

The following tables give a summary of the applications received and the recommended allocations for each settlement. The corresponding remaining balance, should the recommendations be approved are underneath each table.

##### Armadale (£12,260)

Code	Application Name	Amount applied for	Recommended allocation
ARM22-01	Community Response	£4,500	£4,500
ARM22-02	Queen Elizabeth Platinum Jubilee	£7,760	£7,760
	<b>Totals</b>	<b>£12,260</b>	<b>£12,260</b>

##### Blackridge (£13,192)

Code	Application Name	Amount applied for	Recommended allocation
BLR22-01	Blackridge Station Ten Year Anniversary	£13,192	£13,192
	<b>Totals</b>	<b>£13,192</b>	<b>£13,192</b>

Therefore, approval of the recommended project allocations would leave the following remaining balances:

Town	Balance
Armadale	£16,240
Blackridge	0
<b>Total Balance</b>	<b>£16,240</b>

##### Allocation of town underspends

The Local Area Committee is able to reallocate any under spends from individual towns to projects they have not been able to fund or fully fund in other towns. In the ward an

underspend of £16,240 remains unallocated in Armadale. However, there are no other projects in the ward that have been either unsupported or supported in full. As the overall ward allocation is unable to be fully allocated by the LAC the balance of funding will be reported to Council Executive for a decision.

#### **D.4 Delivery of Projects**

Following this committee's decision on the funding requests all applicants will be notified of the outcome. Many of the projects will be delivered by the council on behalf of the community group. However, in some instances the grant funding will be paid direct to the community group. In the latter case, the community group will hold full responsibility for delivery of the project. Where projects are to receive funding they will be required to agree to conditions of grant which will detail when the conditions which have to be met before the funding will be released.

As projects are implemented the detail and associated costs may change it is delegated to the Head of Planning, Economic Development & Regeneration to agree such changes and to re-allocate any money that becomes available as a result to other projects in the ward, both so long as projects remain within the aims, purposes and overall intent of the original applications and approvals.

As all projects have to be contractually committed by 31 March 2023, and have project completed by 30 September 2023, officers will liaise with successful applicants to ensure projects are on track to meet these deadlines. At this stage the applicant will be asked whether they still intend to progress the work and confirm that any necessary contracts can be let by 31 March 2023. If it is not confirmed that it can be achieved, or where officers have reservations, and the issue is not resolvable by the proposed delegations set out in the recommendations, the matter will be reported to Council Executive for a decision on the funding. Where possible, that report will also detail a reserve list of applications which could be implemented to utilise the available funding, although at that time opportunities to do so will likely be very limited because of time constraints.

#### **E. CONCLUSION**

This report provides the committee with the process to agree and allocate, within the ward are, the Town Centre Capital Funding element of the Scottish Government's Place Based Investment Capital Grant awarded to West Lothian for 22/23. The funding provided local organisations with the opportunity to enhance their local community working in partnership with the Council and key stakeholders.

#### **F. BACKGROUND REFERENCES**

Council Executive, 8 February 2022

<https://coins.westlothian.gov.uk/coins/submissiondocuments.asp?submissionid=51113>

Appendices/Attachments:

Appendix 1: Application Overview

Appendix 2: Applications

Contact Person:

Michelle Kirkbright, Community Regeneration Officer Armadale and Blackridge Ward

[Michelle.kirkbright@westlothian.gov.uk](mailto:Michelle.kirkbright@westlothian.gov.uk)

Tel: 07500816855

Clare Stewart, Manager Community Wealth Building Team Clare.Stewart@westlothian.gov.uk

**Elaine Cook**  
**Deputy Chief Executive, Education Planning and Economic Development**

14 June 2022

## PBIF TOWN CENTRE FUND 202/23: PROPOSED FUNDING AWARDS: Appendix 1

Ward: Armadale and Blackridge Ward

Town: Armadale (allocation: £28,500)

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
ARM22-01	Family Community and Development West Lothian	Community Response	<p>The project will see the redesign of the community garden to ensure that it meets the changing needs of the community post Covid-19. Two examples of this are in the town's pre-school children, where social isolation in their informative years, has resulted in children with a range of sensory, speech and social issues. The second is the poor mental health of our young people.</p> <p>Plan to address these is:</p> <ul style="list-style-type: none"> <li>To construct a sensory area in the outdoor space for families to access, which will contribute to reducing the NHS load on referrals for these issues. Plan to develop</li> </ul>	£4,500	Applicant	<b>Recommendation:</b> To fund this project in full.

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>a space that is welcoming to all – including teenagers and that will be a safe space for them, with trusted adults on hand for support.</p> <p>The majority of the work will be carried out by staff and local volunteers, with only the specialist work done by a local contractor: Pro-Cut Landscapes Ltd.</p>			
ARM22-02	Armada Community Council	Queen Elizabeth Platinum Jubilee	<p>Focused project on civic pride, particular celebrating the platinum jubilee of Queen Elizabeth ii who has visited the town during her reign.</p> <p>Two focus areas:</p> <ul style="list-style-type: none"> <li>Refresh the seating at the East side of the cross. Currently there are several wooden benches which have been in existence for many years. Remove these and install new metal benches with</li> </ul>	£7,760	Applicant /NETS	<p><b>Recommendation:</b> To fund in full in principle pending the issues set out in the conditions are addressed.</p> <p><u>Conditions:</u></p> <p>NETS - Roads input will be needed regarding the re naming of the Square.</p> <p>NETS – Happy for benches to be replaced.</p> <p>Any upgrade of old memorial site would need a maintenance plan as no inhouse capacity to accommodate.</p>

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
			<p>decorative design commemorating the queen's reign.</p> <ul style="list-style-type: none"> <li>Revitalise the old war memorial site. Renaming the square, the Queen Elizabeth Square, installing a memorial bench in the area as well as a general tidy up of the area and replanting of some of the plants.</li> </ul> <p>This will greatly improve the visual aesthetics of this piece of ground.</p>			CC to confirm who will be purchasing and installing the benches.
<b>TOTALS</b>				<b>£12,260</b>		<b>Total town allocation proposed: £12,260</b>

**Town: Blackridge (allocation: £13,192)**

Applica tion Code	Applicant (Group/Servi ce)	Project Name	Brief Description of project	Scale of Funding	Delivered By	Recommended funding amount and any initial conditions of funding
BLR22-01	Blackridge Community Council	Station Ten Year Anniversary	<p>The project is to celebrate the ten-year anniversary of the Blackridge train station and includes the following:</p> <ul style="list-style-type: none"> <li>• Preparation of the land including cutting back of overgrown vegetation and removal of vandalised items</li> <li>• Supply and installation of themed benches including 4 with a train theme and 1 to celebrate the Platinum Jubilee.</li> </ul>	£13,192	Applicant	<p><b>Recommendation:</b> To fund in full in principle pending the issues set out in the conditions are addressed.</p> <p><u>Conditions:</u></p> <p>NETS has advised that willow needs constant maintenance – maintenance agreement to be in place.</p> <p>Land ownership and permissions – confirmation required on this.</p> <p>Benches for Community council to deliver.</p> <p>No service input.</p>
<b>TOTALS</b>				<b>£13,192</b>		<b>Total town allocation proposed: £13,192</b>



ARM22-01

## PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

### WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

#### APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22<sup>nd</sup> APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

#### 1. Applicant Organisation

<b>Organisation Name</b>	<b>Family and Community Development West Lothian (FCDWL)</b>
<b>Contact Person and Position</b>	[REDACTED] CEO
<b>Address</b>	[REDACTED]
<b>Telephone Number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Type of organisation (public sector, private sector, voluntary organisation, charity, SCIO, etc)</b>  If charity then please include charity number:	Limited company with charitable status (Third Sector)  SC000843
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<p>The Dale Hub provides a community hub for the town. It is an accessible, welcoming, inclusive and safe space for the whole community.</p> <p>We specifically reduce isolation/loneliness and improve people's mental and physical health, through group and community activities and community events at and around, the Hub. We address poverty issues like food poverty and food with dignity.</p> <p>Our community garden has regular open events like community BBQs, holiday activities, and seasonal themes like Halloween and Christmas, as well as regular gardening sessions and open, drop-in sessions. We also operate the Dale Pantry from there.</p> <p>We provide opportunities to bring the local community together, to enjoy their local place, engender a sense of pride in their local town/spaces and to bring joy and fun into local life.</p>

Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes</b>
Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>

## 2. Project Details

<b>Council Ward</b>	<b>Armadale and Blackridge</b>
<b>Project Title</b>	<b>Community response</b>
<b>Project Location</b>	<b>The Dale Hub</b>
<b>Project Start Date</b>	<b>July 2022</b>
<b>Project End Date</b>	<b>March 2023</b>

### Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Michelle was very supportive and delighted that we are identifying the changing needs of the local community and responding to them effectively.

### Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

FCDWL is an independent, local, charity, which has been supporting the community of Armadale for 15 years. The organisation supports, vulnerable, children and families through a range of family learning, play and regeneration activities.

As you will be aware, we have operated The Dale Hub in Mayfield for 9 years now. This is an excellent, well used community facility that contributes to local families' health & wellbeing.

Covid has had a big impact on local families, how we have supported them and how they have used our community facility: especially the community garden. Previously the garden was a space for local people to learn about gardening, growing their own food and taking that learning and skills home to improve their wellbeing and their local environment. Whilst we still plan to maintain an element of this, Covid has resulted in a refocussing of our work and more creative use of our outdoor space.

Just two examples of this are in the town's pre-school children, where social isolation in their informative years, has resulted in children with a range of sensory, speech and social issues. We plan to address this by constructing a sensory area in our outdoor space for families to access, which will contribute to reducing the NHS load on referrals for these issues. The second is the poor mental health of our young people. As the tragic incident in Bathgate showed recently,

young people's mental health has suffered significantly over the last 2 years and it is often hidden. We plan to develop a space that is welcoming to all – including teenagers and that will be a safe space for them, with trusted adults on hand for support.

Previously the Town Centre Fund contributed to this transition by making this community space more attractive, accessible, comfortable and user friendly. We have also already invested our own funds in the creation of an outdoor covered structure for activities and events, which local children named "The Den".

Following consultation with local people, it is clear that they want to continue with this evolution and we have co-designed a plan to deliver a multi-purpose, community space that will facilitate a wide-range of community events, support groups, play sessions and community activities for the whole town.

A copy of the plan is attached, which is to remove the raised growing beds and high maintenance areas and to create multi-purpose spaces, which will facilitate more varied community events and activities – including a sensory area, increased play space and more room for more people to attend.

The majority of the work will be carried out by our staff and local volunteers, with only the specialist work done by a local contractor: Pro-Cut Landscapes Ltd.

#### **Evidence of Need**

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

It is clear from all of our community engagement that the town needs a different community space, to address its changed needs, as a result of the pandemic. Our regular users and visitors tell us this in daily conversations, our recent focus groups highlighted this need, our local Regeneration Officer regularly raises the same issues for local people and our referrals from Health Visitors & Schools (incl. Academy), have been increasingly focussed on the issues highlighted earlier.

#### **Project Outcomes**

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

Delivery of a multi-purpose, outdoor community space for events and activities.

Our footfall comes from local people, who live in the town and our experience has proven that providing a well maintained, attractive and popular facility, encourages ownership and everyone in the local community to respect and look after it.

This project delivers on the Place Principle policy ambitions:

*"Place is where people, location and resources combine to create a sense of identity and purpose, and is at the heart of addressing the needs and realising the full potential of communities."*

- The people of Armadale feel ownership of and pride in, The Dale Hub as their local community run facility.
- For many local families, it is at the heart of helping them and their children, to reach their full potential.

- Over its 9 years The Hub and its community garden, has suffered relatively little vandalism (unlike Council facilities), which is a direct result of people's pride in and connection to, the project.

*"Places are shaped by the way resources, services and assets are directed and used by the people who live in and invest in them."*

- We have always advocated for and delivered, that the people of Armadale deserve the best play, community and support facilities and services available.
- This investment in the town and its people, shows that they are valued and gives them a sense of worth.
- The Dale Hub is a focal point in the town for families to gather and enjoy their locality.

*"A more joined-up, collaborative, and participative approach to services, land and buildings, across all sectors within a place, enables better outcomes for everyone and increased opportunities for people and communities to shape their own lives."*

- The Hub and its services, contribute to a wide range of shared improvement outcomes for hundreds of families each year.
- Local people regularly contribute to shaping the direction of this project and what it brings to them, which gives them ownership and connection to it.

This capital grant funded regeneration project also delivers on the principle of a 20 minute neighbourhood. It enables more local living by maintaining a sector-leading play facility in the town, which supports everybody's choices to enhance wellbeing for our people and for the planet.

It reduces inequality by providing access for all on their doorstep, as well as contributing to net zero carbon emission targets by reducing travel.

Finally, The Dale Hub impacts directly on local people's health and wellbeing.

**Partners involved**  
(other local organisations you are working with)

We are a key partner in the Active Armadale regeneration Plan and always connect with other local organisations like the local schools (who refer children to us, as well as directly use the facility themselves), as well as Health Visitors and Social Workers (who refer children and families to us). We also work closely with our local Regeneration Officer.





### 3. Project Costs

<b>Total Project Cost</b>	<b>£5,560</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£4,500</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCF Cost</b>
Removal of raised beds, groundworks & laying of artificial grass by contractor	£4,500	<b>£4,500</b>
Wheelbarrow	£40	
Membrane & pea gravel	£160	
Skip hire	£180	
Bridge/walkway	£300	
Grass seed	£10	
Plants	£50	
Bird feeders	£20	
New pond	£50	
Pond dipping equipment	£20	
Spring bulbs & plants	£30	
Large pots	£200	
	<b>£5,560</b>	<b>£4,500</b>

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

<b>Funding Source (i.e. WLC, Lottery)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>
The Dale Food Group	£1,000	
Own funds	£60	

## Project Management and Legal Requirements

### Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

### Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

### Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

### Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

The project will be managed by our local Project Manager and her staff team. The majority of the work will be carried out by our own staff and volunteers. Specialist landscaping work will be carried out by Pro-Cut Landscapes Ltd.

We have full public liability insurance.

The whole point of this project is to reduce future maintenance and costs, which we will continue to be responsible for.

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input checked="" type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

## **Privacy Notice**

### **West Lothian Town Centre Capital Fund 2022/23**

#### **Information held about you**

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
  - List of committee members/directors list
  - Annual Accounts
  - Cash flow forecast 2022/23
  - Memorandum of Association or Constitution
  - Bank Statements / Bank Details
  - Invoices
  - Payslips

#### **Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

#### **How will we use information we hold about you?**

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

#### **Who will we share your information with?**

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

#### **How long do we keep your records?**

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.



## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#)

## Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website: <https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
<b>Name</b>	[REDACTED]
<b>Position</b>	CEO
<b>Organisation</b>	Family and Community Deveopment West Lothian
<b>Date</b>	21/04/22

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:  
[RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

ARM22-02

## PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23

### WEST LOTHIAN – TOWN CENTRE CAPITAL FUND

#### APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22<sup>nd</sup> APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

#### 1. Applicant Organisation

<b>Organisation Name</b>	Armada Community Council
<b>Contact Person and Position</b>	[REDACTED], Secretary
<b>Address</b>	[REDACTED]
<b>Telephone Number</b>	[REDACTED]
<b>448 Email Address</b>	[REDACTED]
<b>Type of organisation</b> (public sector, private sector, voluntary organisation, charity, SCIO, etc)  If charity then please include charity number:	Community Council
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	Armada community council is a statutory body tasked with representing the views of the town on local issues and has some legal powers especially in relation to the planning system. Armada Community Council is a well attended committee with a wide and diverse membership. The community council is particularly focused on regeneration projects and in particular projects which seek to enhance the visual aesthetics of the town particularly the town centre.

Do you have an equal opportunities policy or statement?  
If yes please provide a copy

No

Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes</b>
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## 2. Project Details

<b>Council Ward</b>	<b>Armadale and Blackridge</b>
<b>Project Title</b>	<b>Queen Elizabeth Platinum Jubilee</b>
<b>Project Location</b>	<b>Armadale cross and old war memorial site</b>
<b>Project Start Date</b>	<b>Summer 2022</b>
<b>Project End Date</b>	<b>Summer 2022</b>

### Pre-Application Discussion

Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?

Yes discussion has been had with the Community Regeneration Officer for the area as well as the Ground Maintenance Manager and staff in street lighting who are responsible for naming of streets.

### Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.

This project is focused on civic pride and in particular celebrating the platinum jubilee of Queen Elizabeth ii who has visited the town during her reign. The project has 2 focus areas the first being to refresh the seating at the the East side of the cross. Currently there are several wooden benches which have been in existence for many years. This project seeks to remove these and install new metal benches with decorative design commemorating the queen's reign.

As well as this the project hopes to revitalise the old war memorial site. This shall be done by renaming the square the Queen Elizabeth Square and by installing a memorial bench in the area as well as a general tidy up of the area and replanting of some of the plants. This will greatly improve the visual aesthetics of this piece of ground.

### **Evidence of Need**

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

Across Britain many communities are holding events to commemorate the queen's long reign. National events are well underway such as the canopy tree planting project. This project is a way from the town of Armadale to show it's thanks to Queen Elizabeth as well as to bring back into use a prominent site on the main street of the town.

One of the key priorities within the Armadale Plan is to reduce the number of derelict sites within the area. Current statistics for Armadale are that 71.8% of the population live within 500 metres of a derelict site this is well above the West Lothian average of 20%. During community engagement carried out by the Armadale Regeneration Group one of the main issue's residents raised was the need to improve sites for community use/pleasure. Due to the engagement carried out and the statistics relating to the percentage of derelict sites, improving these areas are a priority within the Armadale Plan and as such provides evidence of need for this project.

### **Project Outcomes**

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

**This project aims to improve a prominent area of the town which is in danger of falling into disrepair to create a civic space that can be used and enjoyed by many residents.**

### **Partners involved** (other local organisations you are working with)

As well as the community council partners involved at all stages of decision include the local elected members for the town and relevant council staff.

Involvement with the Armadale Regeneration Group who have helped with the provision of statistical data and evidence of need, has incorporated a partnership approach.

### 3. Project Costs

<b>Total Project Cost</b>	<b>£7760</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>£7760</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCCF Cost</b>
<b>3 Memorial benches</b>	<b>£3060</b>	<b>£3060</b>
<b>Information Board</b>	<b>£1600</b>	<b>£1600</b>
<b>Cast Iron street signage for square</b>	<b>£500</b>	<b>£500</b>
<b>Re-planting and installation costs</b>	<b>£2500</b>	<b>£2500</b>

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

<b>Funding Source (i.e. WLC, Lottery)</b>	<b>Approved and in place</b>

## Project Management and Legal Requirements

### Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

### Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

### Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

### Monitoring and Finance

Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

**This project will be delivered by Armadale community council which, as noted above, is a statutory body with a wide ranging membership of local people as well as regular attendance from council officials and local elected members.**

**Given the nature of our organisation our accounts have to be submitted to the council every year and are audited independently from the community council. These robust financial measures we have in place will also be applied to this project.**

**It is our understanding that as this project seeks to improve existing areas maintained by the council there will be no ongoing maintenance or additional costs to either the council or the community council and no issues relating to public liability.**

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input type="checkbox"/>
Committee Members or Directors List	<input type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input type="checkbox"/>
Annual Accounts	<input type="checkbox"/>

## **Privacy Notice**

### **West Lothian Town Centre Capital Fund 2022/23**

#### **Information held about you**

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
  - List of committee members/directors list
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- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
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- To contact you for feedback regarding the quality of services provided to you.

#### **Who will we share your information with?**

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

#### **How long do we keep your records?**

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.



## Your rights

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To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

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<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input type="checkbox"/>	To provide you with updates on the progress of your application.
<input type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input type="checkbox"/>	Contact you for feedback on quality of services provided to you.
<b>Name</b>	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
<b>Position</b>	Secretary
<b>Organisation</b>	Armadale Community Council
<b>Date</b>	21/4/22

**Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)**

**For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:  
[RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)**

## PLACE BASED INVESTMENT PROGRAMME (PBIP) 2022-23





### WEST LoTHIAN – TOWN CENTRE CAPITAL FUND

#### APPLICATION FORM

Completed project application forms must be submitted to West Lothian Council before the publicised deadline of **5 PM on FRIDAY 22<sup>nd</sup> APRIL 2022**.

Please refer to the associated guidance when completing this application form. No project should start or commit expenditure before receiving any approval of grant in writing. All projects **MUST** be either delivered or legally committed by 31 March 2023. It is strongly advised that applicants discuss their proposals with Council officers prior to making any application submission.

#### 1. Applicant Organisation

<b>Organisation Name</b>	<i>Blackridge Community Council (BCC)</i>
<b>Contact Person and Position</b>	 <i>Planning Secretary</i>
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Type of organisation</b> (public sector, private sector, voluntary organisation, charity, SCIO, etc)  If charity then please include charity number:	<i>Community Council – voluntary</i>
<b>What are the main activities of your organisation?</b>  (please answer in no more than 100 words)	<i>Traditional function of a Community Council, acting as a forum for the local community to address issues and concerns raised by the community and local residents for the improvement of the local environment, village services, education, health, policing liaison and communication. Undertaking local works to ensure that Blackridge is a nice place to live.</i>

Do you have an equal opportunities policy or statement? If yes please provide a copy	<b>Yes / No</b>
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Does your organisation take account of equality issues around age, disability, gender, race, religion or belief?	<b>Yes / No</b>
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## 2. Project Details

<b>Council Ward</b>	<i>Armadale and Blackridge</i>
<b>Project Title</b>	<i>Blackridge Station Ten Year Anniversary</i>
<b>Project Location</b>	<i>Village Centre, Main Street.</i>
<b>Project Start Date</b>	<i>Once grant awarded – Summer 2022</i>
<b>Project End Date</b>	<i>Autumn 2022</i>

<p><b>Pre-Application Discussion</b></p> <p>Have you made any pre-application enquiries or discussed your proposal with Council officers? We strongly encourage you to liaise with relevant officer(s) as outlined in the accompanying guidance. What was the basis and outcome of any discussion?</p> <p><i>We have had a meeting with Pat McArdle (Neighbourhood Environment Team, WLC) to ensure that the works will not interfere with existing village maintenance works (e.g. grass cutting) and to ensure no unreasonable maintenance costs / liabilities.</i></p>
---

<p><b>Project Description</b></p> <p>Describe fully the project for which grant is being sought (background and context of the project, description of works). Is this project work linked to an existing project? If this application is from a WLC service area, is the project supported by the community.</p> <ol style="list-style-type: none"> <li><i>Item 1: Cutting back of overgrown willow and removal of vandalised items / rubbish – work to be undertaken by volunteers.</i></li> <li><i>Item 2: Provision of 4No.black steel benches along West Rig Way (matching street furniture along Main Street from previous 2019 TCF grant) with a theme to commemorate the Blackridge Railway Station. The benches will provide seating for villagers / visitors accessing the station on foot and compliment native tree and bulb planting previously undertaken along West Rig Way by volunteers in the village.</i></li> <li><i>Item 3: Provision of 1No.black steel Queen's Platinum Jubilee Commemoration bench along Main Street (matching street furniture along Main Street from previous 2019 TCF grant).</i></li> </ol>
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### Evidence of Need

What evidence is there that your project is needed? It is important to show that you have identified the need for your project, e.g. letters of support, or local survey, see guidance for examples of how you can evidence this.

- *The items requested have been a regular discussion topic at successive BCC meetings for most of the last 12 months.*
- *We have received verbal requests for these items from residents of the village in our capacity as BCC.*
- *We have discussed the type of works we can apply for with Michelle Kirkbright, Community Regeneration Officer.*
- *We have undertaken verbal survey in the village – asking local residents to comment on these ideas.*

*We also looked at the Blackridge and District Community Action Plan 2017-2022 which supports the broad theme of these items / actions.*

### Project Outcomes

Describe what your capital project will deliver in line with funding outcomes (use bullet points and sub headings as appropriate, to help with assessment process).

- **Town Centre Living** – *The Main Street is the centre of the village with all the shops and community buildings. These works will help support 'foot fall' by improving the quality of the Main Street environment and the route to the Station – benches for the elderly / public to sit, improved streetscape means that the area will look more inviting for people to stop (buy a sandwich) whereas they might otherwise drive through or spend time elsewhere and not go-out / socialise.*
- **Vibrant Local Economies** – *We have invited local contractors to bid for the works where possible and as noted above, if the appearance of an area can be improved people are more likely to stop and go into the local shop / use the local facilities.*
- **Enterprising Communities** – *These improvements will increase the local sense of pride in our community by improving the environmental quality and appearance of the Station Access road and Main Street area ensuring that people can feel more comfortable, safe and get greater enjoyment from being in this area. For example, there are limited benches on the Main Street and no suitable street furniture on West Rig Way, which leads to the Station (think of old people, young Mums needing to stop and sit for 5mins and the impression that residents and visitors to the area might have). All of the benches will add to the local heritage and history / culture of the village.*

### Partners involved

(other local organisations you are working with)

**None**

### 3. Project Costs

<b>Total Project Cost</b>	<b>13,192.00</b>
<b>Amount of Funding being requested from West Lothian Town Centre Capital Fund 2022-23</b>	<b>13,192.00</b>

<b>Expenditure Item</b>	<b>Total Cost</b>	<b>WLTCCF Cost</b>
<i>4No. Bespoke electric train themed bench</i>	<i>11,504.40</i>	<i>11,504.40</i>
<i>1 No. Queen's Platinum Jubilee Commemoration bench</i>	<i>1,285.00</i>	<i>1,285.00</i>
<i>Installation</i>	<i>402.60</i>	<i>402.60</i>

If the total project cost is greater than the funding applied for please then detail where the source of this additional funding is generated from (i.e. WLC, Lottery etc.)

Please confirm whether this funding is approved and in place or the date that you expect this to be confirmed.

<b>Funding Source (i.e. WLC, Lottery)</b>	<b>Approved and in place</b>	<b>Date to be confirmed</b>

## Project Management and Legal Requirements

### Does the project comply with relevant statutory legislation?

Procurement, Subsidy Control, Environmental Impact, Equalities Impact Assessment, Planning Permission, Fairer Scotland Duty (as part of the Equality Act 2010,) Building Warrant, and any other legal requirements that are specific to individual projects. All projects will need to comply with all relevant statutory legislation relating to project implementation. Further information may be required from organisations prior to any offer of grant award being made

### Project Management

Describe how your project will be managed and administered, including for example design and plans, procurements and implementation, public liability etc.

### Maintenance and Insurance

Have you considered and understand the ongoing maintenance and public liability matters?

### Monitoring and Finance

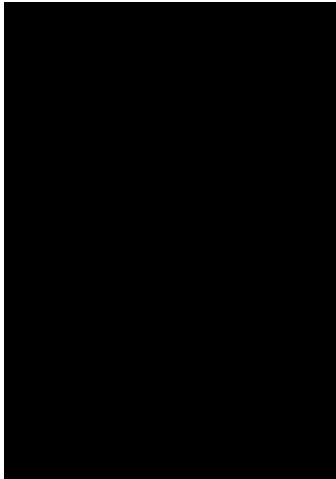
Please note that part of any grant award there is a requirement to provide monitoring and evidence of financial spend (in general copies of invoices and bank statements showing spend etc) on request failure to do so may mean the grant being repaid).

1. **The project complies with the relevant statutory legislation:** *The location of benches agreed with WLC, supply of benches with 25 year guarantee.*
2. **Implementation:** *Tendering / Award of contract and contract administration will be undertaken by BCC, following standard tendering procedures and conditions of contract as required. Works on site will be observed and inspected regularly by BCC and completion stages, snagging and final completion of works agreed and signed off for payment.*  
*BCC will work in partnership with West Lothian Council (WLC) to ensure these works are carried out safely, to a professional standard and at the agreed cost. We have previously spoken to the Neighbourhood Environment Team, WLC to ensure that the works will not interfere with existing village maintenance works (e.g. grass cutting) and to ensure no unreasonable maintenance costs / liabilities.*
3. **Planning Approval:** *– not required – all works within the highway / land owned by West Lothian Council.*
4. **Health and Safety/Risk Assessments:** *– upon grant award the contractors will be asked to provide detailed method statement and H&S Risk Assessments to undertake the works, the contractors have already visited the site locations and confirmed that they could undertake these works safely. They all have experience in carrying out similar works. These will be checked by BCC who have public liability insurance.*
5. **Public Liability:** *- All contractors to have evidence of insurances inc. public liability insurance.*
6. **Finance:** *BCC will monitor and inspect the works and maintain a financial record of the grant award and all costs, invoices, bank statements etc.*

*Please also note that BCC have experience of working with WLC on local projects such as the Burn Clean-up project with Jim McGladrigan (Education & Engagement Officer, WLC), other grants and implementation and maintenance of planters and hanging baskets within the village. The Planning Secretary (Rebecca Rylott) is also a chartered landscape architect (CMLI) and chair of the Scottish Landscape Institute (branch of the Landscape Institute).*

Supporting Documentation Check List	Please Indicate (x)
Constitution or Articles and Memorandum	<input checked="" type="checkbox"/>
Committee Members or Directors List	<input checked="" type="checkbox"/>
Bank Statements - Dated within the last 3 months	<input type="checkbox"/>
Annual Accounts	<input checked="" type="checkbox"/>

**Blackridge Community Council: Committee Members**



*Chair Person*  
*Treasurer*  
*Secretary*  
*Planning Secretary*  
*Councillor*  
*Councillor*  
*Councillor*  
*Councillor*  
*Councillor*  
*Councillor*  
*Councillor*



## **Privacy Notice**

### **West Lothian Town Centre Capital Fund 2022/23**

#### **Information held about you**

As part of the arrangements for this funding programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the funding application process.

West Lothian Council will collect personal information about you, with some or all of the following information will be held by West Lothian Council.

- Name of the organisation
- Contact details of contact person; name, position in the organisation, address, telephone and e-mail address.
- Copies of organisation documents;
  - List of committee members/directors list
  - Annual Accounts
  - Cash flow forecast 2022/23
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#### **Who is processing my data?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

#### **How will we use information we hold about you?**

Your data will be used to:

- Assess and progress your application
- Contact you regarding the West Lothian Town Centre Capital Fund 2022/23
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.

#### **Who will we share your information with?**

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

#### **How long do we keep your records?**

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information

If you have any questions or concerns about how your information is used, please contact Alice Mitchell, Economic Development and Regeneration, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Email: [alice.mitchell@westlothian.gov.uk](mailto:alice.mitchell@westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, Email: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the [Information Commissioner's Office](#)

## Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website: <https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>

Declaration	
<p>We wish to apply to the West Lothian Town Centre Capital Fund 2022/23. The above is an accurate outline of the proposed project. We have read and understood the guidance notes for applicants and agree to the conditions therein. We understand that the grant may be modified or withdrawn, if all the conditions are not adhered to. We are willing to co-operate in the monitoring of the grant scheme and to meet with their representatives if required to do so. We will acknowledge the support of the Fund in any related PR activities.</p> <p>I consent to West Lothian Council processing my personal data for the purposes of:</p>	
<input checked="" type="checkbox"/>	Application to the West Lothian Town Centre Capital Fund 2022/23 and the monitoring of the grant if awarded.
<input checked="" type="checkbox"/>	To provide you with updates on the progress of your application.
<input checked="" type="checkbox"/>	Contact you to pass on information that may be relevant to you.
<input checked="" type="checkbox"/>	Contact you for feedback on quality of services provided to you.
<b>Name</b>	<div style="background-color: black; width: 150px; height: 20px;"></div>
<b>Position</b>	<i>Planning Secretary</i>
<b>Organisation</b>	<i>Blackridge Community Council</i>
<b>Date</b>	<i>22 April 2022</i>

Please send your completed application forms and any supporting documentation to the Regeneration Team inbox at: [RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)

For any admin related queries or queries relating to West Lothian Town Centre Capital Fund or the guidance, please contact the Regeneration Team:  
[RegenerationTeam@westlothian.gov.uk](mailto:RegenerationTeam@westlothian.gov.uk)